

GA@WORK Toolkit Email Announcement Templates

Instructions

This email is intended for you to use to communicate about the GA@WORK Business Area, Employee, and Manager Toolkits within your agency.

Please complete the steps outlined below to best use this template.

1. Review the content of the email provided below.
2. Fill in any highlighted placeholders with the appropriate information as it is applicable to your audience.
3. Copy the template into a draft email.
4. Send the email to identified recipients.
 - a. We recommend sending emails to the different Business Area leads in your agency, as Toolkits become available.
 - b. When new Toolkits become available, it will be announced in NCN meetings.

Before sending, complete the following checklist.

- ✓ Are all relevant respondents included as email recipients?
- ✓ Has the message been customized as needed?
- ✓ Is the signature updated?
- ✓ Is the send date accurate

Scroll down or click the template name to go to the corresponding Toolkit email template:

[Template – Business Area Specific Toolkit](#)

[Template – Employee or Manager Toolkits](#)

Template – Business Area Specific Toolkit

It is recommended you use this template when sharing about the Business Area specific Toolkits (Human Capital Management (HCM), Finance, and/or Procurement).

Please see the email details below.

From: [Add sender inbox \ email]

Subject: Introducing GA@WORK Toolkits – Your Readiness Resources for Success

Recipients: [Add recipients]

Key details: GA@WORK Toolkits Release

Copy the message below into your draft email.

Dear (HCM, Finance, or Procurement Business Area Lead(s)),

We are excited to announce the launch of the GA@WORK (insert HCM, Finance, or Procurement) Business Area Toolkits. These Toolkits are designed to support your readiness for and enhance your experience with the new GA@WORK system. The intent of these Toolkits is to help you apply what you learn in training with what your everyday experience will be as a future GA@WORK user.

What's inside the GA@WORK Toolkits?

- Summarized Change Impacts, that highlight important changes for users in GA@WORK
- Additional FAQs
- Crosswalks
- Glossaries

How can these Toolkits help you?

- **Ease of transition:** The materials are intended to provide easy-to-understand information about using GA@WORK in your Business Area(s), helping facilitate conversations with your colleagues.
- **Enhanced productivity:** Connect what you are learning in training to these materials to help you use GA@WORK more effectively.

We encourage you to explore the Toolkits and take advantage of all the resources available. These materials will ensure you feel confident and prepared as you integrate GA@WORK into your daily activities when it goes live in October.

For any questions or additional support, contact (insert contact).

Thank you,

[INSERT SENDER]

End of message.

Template – Employee or Manager Toolkits

It is recommended you use this template when communicating about the Manager or Employee Toolkits. We recommend sharing this notification to all managers in your agency, and all employees in your agency.

Please see the email details below.

From: [Add sender inbox \ email]

Subject: GA@WORK Toolkit - “NAME”

Recipients: [Add recipients]

Key details: The latest GA@WORK Video has been released!

Copy the message below into your draft email.

Dear (Team, all, Agency Name),

We are excited to share the GA@WORK Employee and Manager Toolkits are now available. Accessible on the [GA@WORK Resource Library](#), these Toolkits are compiled resources to help you get ready for the system go-live in October. Note these materials are **not Training** and are intended to support user readiness efforts.

The Employee Toolkit contains materials to help everyone in their readiness efforts. There is a summary of the change impacts, information about the employee learning program (training), and a readiness checklist everyone is encouraged to complete.

The Manager Toolkit contains materials to help managers prepare both themselves and their teams. Materials include the manager learning program, a checklist, and materials to help managers communicate about Training to their teams. Managers should review all these materials, as well as be familiar with the materials in the Employee Toolkit.

For any questions or additional support, please do not hesitate to reach out to (insert contact).

Thank you,

[INSERT SENDER]

End of message.